



Province of the
EASTERN CAPE
EDUCATION

Steve Vukile Tshwete Education Complex * Zone 6* Zwelitsha * Private Bag X0032 * Bhisho * 5605 *
REPUBLIC OF SOUTH AFRICA * Tel: +27 40 608 4003,4117, 4118 Fax: +27 40 608 4736,4663 *

It would be greatly appreciated if you could please submit a quote/bid as per the attached/below-mentioned specification.

1. SPECIFICATION

Ref No: RFQ2022/06/014

Request for the services of a Service Provider for procurement of the following package to provide tools of trade for Learners experiencing Barriers to Learning, including those with Disabilities in Full-Service Schools and special schools

Items required:

PROVINCIAL DEPARTMENT OF EDUCATION	Number of units	Tests Needed
ALFRED NZO DISTRICT TEAM	3	Ravens Standard Progressive Matrices Test (SPM)
	600	Ravens SPM Score Sheets

3	Ravens Colour Progressive Matrices Test (CPM)
600	Ravens CPM Score Sheets
600	Vinlands II Adaptive Behavioural Scales 2 nd Edition – Copy
3	DSM 5
6	Draw-A-Person
6	Bender Gestalt Test
600	Bender Gestalt Score Sheet: Full Score Sheet,
600	Visual Perception Score Sheet
600	Motor Coordination Score Sheet
3	Junior South Africa Individual Scale Test (JSAIS)

600	JSAIS Score Sheets
3	Senior South Africa Individual Scale Test – Revised (SSAIS R)
600	Senior South Africa Individual Scale Test – Revised (SSAIS R) Score Sheets
3	Senior South Africa Individual Score – Xhosa
600	Senior South Africa Individual Score – Xhosa Score Sheets
100	Connors 3
100	Brown attention deficit Disorder Scale
6	Dyslexia Screening Test
100	Student Behaviour Survey
10	ESSI Reading and Spelling test

	100	Totter Incomplete Sentence
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Additional Requirements:

- **Service Provider must have Facilitators with the appropriate qualifications in Psychology**
- **5 years or more experience in training psychologist and specialize in assessment tools**

Directorate	Name & Extension	Responsibility Manager	Signature	Date
Inclusive Education	(T)040 608 4219/4076 Thembelani	L PUTTER		14/06/2022

PLEASE NOTE NO SERVICES MUST BE RENDERED WITHOUT AN OFFICIAL ORDER;

- 1.1. Quotations must reflect your LOGIS and CSD Supplier Number;
- 1.2. Catering quantities to be verified the first day and adjusted by the end user accordingly for the duration of the event to prevent fruitless and wasteful and expenditure;
- 1.3. Accommodation must be for 3-star grading or a higher grading;
- 1.4. Quotations are to be valid for 30 days;
- 1.5. Quotation is only valid when signed/stamped by the service provider;
- 1.6. Please also sign and submit the attached declaration of interest form SBD 4,8 & 9;
- 1.7. Return date of the quotations should be within 48 hours of receipt (2 working days);
- 1.8. Please indicate percentage discount (if any) if invoices are settled within 14 or 30 days etc;
- 1.9. All invoices issued must reflect unique invoice number and order number;

- 1.10. Please indicate in writing/ e-mail if you are unable to provide service (1 working day);
- 1.11. All goods/services excluding terms contract requested must be delivered within 30 days on receipt of an official order to prevent automatic cancellation of the order;
- 1.12. In the case of designated sector only locally produces goods or locally manufactured goods, meeting the stipulated minimum threshold for local production and content , will be considered. (Refer to paragraph 4 of this document)
- 1.13. Payment will only be effected on banking details reflected on the Centralised Supplier Database hosted by National Treasury;
- 1.14. For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation;
- 1.15. Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor.

2. SUBMISSION OF QUOTATIONS

- 2.1. **Quotations are to be deposited into a Silver-Grey Tender Box in the main building next to the security guards in the reception at Steve Vukile Tshwete Complex. Zone 6. Zwelitsha.**
- 2.2. **No faxed or emailed Quotations will be allowed.**
- 2.3. **Please use the New SBD Forms that will be attached.**
- 2.4. **To be completed by the Supply Chain Management Unit**